

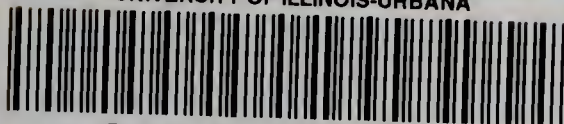
ILLINOIS

STATE GOVERNMENT

I351.131
I29I
c.3

5049923

UNIVERSITY OF ILLINOIS-URBANA

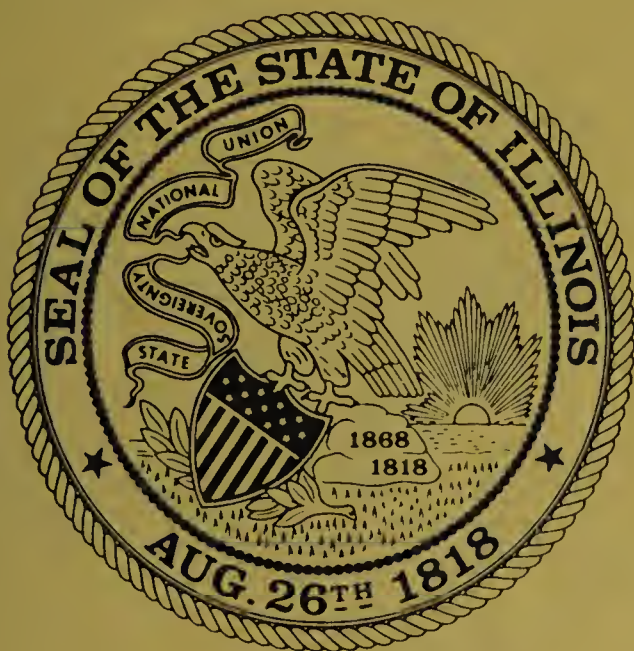


3 0112 122545798



STATE LIBRARY
JUN 6 1978
DOCUMENTS

MERIT SYSTEM PROFESSIONAL ENTRY PROGRAMS



AN EQUAL OPPORTUNITY EMPLOYER

ILLINOIS STATE GOVERNMENT was established in 1818, the State Civil Service Act was passed in 1905 and a Personnel Code, from which Personnel Rules were drawn, enacted in 1955. The combined effect of these actions provides employees protection from undue political influence, establishes provisions for the employment of qualified persons within State service and forms the basis for sound personnel administration.

Currently, there are approximately 60,000 employees, throughout the State, working under the Merit System of the Personnel Code. **The Merit System means individuals are hired and promoted on the basis of demonstrated ability and performance.**

CAREER TRAINEE PROGRAMS

The Department of Personnel has approved formal career trainee programs for many State agencies covered by the Illinois Merit System. These programs are designed to provide entry level professional positions for college graduates leading to rewarding career ladders in fields compatible with an individual's academic background.

Graduates considering these programs should be aware that, in most instances, requirements for a position will call for a specific academic major or coursework. Through such criteria, persons entering these programs may be assured of utilizing their college degrees. The Government Career Trainee program is the only exception to this general rule. It is the only trainee program which will accept any degreed academic major to fulfill assignments in administrative, technical or analytical functions.

Each agency has designed the content and format of its trainee program to develop an individual's knowledge, skills and understanding to function in a professional capacity upon successful completion of the training program and subsequent promotion. Trainees are given a variety of controlled working assignments of increasing difficulty and responsibility to develop full capabilities within the agency operation. This will cause most programs to vary in length, **but all range from 6 through 12 months.**

During this period, the trainee is paid a professional level monthly salary. Upon successful completion of the prescribed program, an individual may expect more challenging and rewarding assignments in a related professional job title with an appropriate salary increase and opportunity for future advancement up the career ladder.

Each trainee title is utilized by a number of different agencies; however, after selection and training by a particular agency, one's assignment will be in that agency.

ACCOUNTING AND FISCAL ADMINISTRATION CAREER TRAINEE

Monthly Salary Range: \$932-\$1,203

Requirements: A Bachelor's degree, 20 semester or 30 quarter hours, in accounting or a Bachelor's degree in business administration, economics, finance, or mathematics plus 12 semester or 17 quarter hours in accounting.

Examination: A rating of type of academic training. (Fully complete and submit application for evaluation).

Promotional opportunities upon successful completion of the trainee programs include: ACCOUNTANTS, EXAMINERS of banks, financial institutions, insurance companies, and savings and loans, INVESTIGATORS, TAX SPECIALISTS or other related professional or technical positions.

Departments, agencies, boards and commissions having approved training programs are: Administrative Services, Agriculture, Banks and Trusts, Conservation, Environmental Protection Agency, Financial Institutions, Labor, Law Enforcement, Insurance, Local Government Affairs, Mental Health & Developmental Disabilities, Personnel, Public Aid, Public Health, Revenue, Savings & Loans, State Board of Investments, and Transportation.

GOVERNMENTAL CAREER TRAINEE

Monthly Salary Range: \$932-\$1,203

Requirements: Will accept any major at the Bachelor's level.

Examination: A rating of academic training. (Fully complete and submit application for evaluation) for those applicants possessing a 3.26 grade point ratio on a 4.0 scale in their academic majors. All other applicants must participate in the required written examination. Knowledges tested in this written examination are: reading comprehension, vocabulary, deductive reasoning and data interpretation.

Promotional Opportunities upon successful completion of the trainee program include Administrative Assistant, Buyer, Methods and Procedures Advisor, Personnel Analyst, Personnel Officer, Public Information Officer, Research Analyst, or other administrative, management, research, supervisory or technical assignments.

Departments, agencies, boards and commissions having approved training programs are: Administrative Services, Agriculture, Banks and Trusts, Children and Family Services, Conservation, Financial Institutions, Human Resources Commission, Industrial Commission, Insurance, Law Enforcement, Local Government Affairs, Mental Health and Developmental Disabilities, Personnel, Public Aid, Public Health, Revenue, Transportation, Vocational Rehabilitation.

LIFE SCIENCES CAREER TRAINEE

Monthly salary Range: \$932-\$1,203

Requirements: Bachelor's degree in one of the majors listed below or a combination of 20 semester or 30 quarter hours coursework in the following areas:

Agriculture	Environmental Science
Agronomy	Fish Management
Bacteriology	Forestry
Biology	Game Management
Botany	Microbiology
Chemistry	Park Management
Conservation	Zoology
Earth Science	

Examination: A rating of type of academic training. (Fully complete and submit application for evaluation.)

Promotional opportunities upon successful completion of the trainee program include: Chemist, Conservation Manager, Environmental Health Sanitarian, Microbiologist or other science related positions.

Departments, agencies, boards and commissions having approved training programs are: Agriculture, Conservation, Environmental Protection Agency, Mines and Minerals, and Public Health.

SOCIAL SERVICES CAREER TRAINEE

Monthly Salary Range: \$932-\$1,203

Requirements: A Bachelor's degree in one of the majors listed below or a combination of 20 semester or 30 quarter hours coursework in the following subjects:

Afro-American Studies
Anthropology
Child Development
Criminal Justice
Education
Guidance & Counseling
History
Labor Relations

Law Enforcement
Personnel Administration
Political Science
Psychology
Social Work
Sociology
Urban Studies

Examination: A rating of type of academic training. (Fully complete and submit application for evaluation.)

Promotional Opportunities upon successful completion of the trainee program include: Activity Therapist, Correctional Counselor, Correctional Sociologist, Day Care Licensing Representative, Disability Claims Examiner, Mental Health Rehabilitation Counselor, Rehabilitation Counselor, Social Worker, Volunteer Services Coordinator, or other assignments within the social services area.

Departments, agencies, boards or commissions having approved training programs are: Aging, Children and Family Services, Corrections, Dangerous Drugs, Governor's Office of Manpower, Historical Library, Law Enforcement, Mental Health and Developmental Disabilities, Public Aid, Vocational Rehabilitation.

Although the CAREER TRAINEE PROGRAMS encompass four specific areas, there are other professional career entry positions or field which may be of interest to individuals:

COMPUTER SCIENCE CAREERS

Monthly Salary Range begins at \$932 for an entry level Programmer I and \$1,045 for a Data Processing (Systems) Analyst I. As skills, training and experience increase, individuals may qualify for higher level positions with commensurate salaries.

Requirements: A Bachelor's degree in computer science is desirable and allows recommendation of several different qualifying examinations in this series. Individuals with as little as 6 semester or 9 quarter hours in programming coursework---not just computer science courses---may qualify for Programmer I. A greater number of hours or a degree in computer science will allow a person to apply for higher level positions or for positions in Systems Analysis or other related functions.

(continued on reverse)

Examinations: Most entry level positions require a written examination. Some positions, however, are a combination of written tests, ratings of training and experience and completion of supplemental inventories.

Opportunities: Individuals may find challenging, rewarding, and growing careers within Illinois State Government as Programmers, Data Processing (Systems) Analysts, Computer Systems Software Specialists, Information Systems Executives.

Utilization: Nearly 60 agencies participate in the State's centralized computer operations. The size of each agency's data processing function is normally directly proportionate to the services it provides.

Additional Information & Literature: Individuals interested in this area of employment should send a resume including a breakdown of programming and computer science coursework and credit hours. Upon receipt of this information, examinations suitable to a person's background and interest will be recommended and forwarded along with a current COMPUTER SCIENCE CAREERS NEWSLETTER.

ENGINEERING

Monthly Salary Range: \$1,045-\$1,549

Requirements: ENVIRONMENTAL CONTROL ENGINEER I: Bachelor's in engineering with sanitary, environmental or public health engineering majors preferred. ENVIRONMENTAL PROTECTION ENGINEER I: A Bachelor's degree in one of the following engineering fields: environmental, civil, chemical, mechanical, public health, general, accoustical, aeronautical, or industrial.

Examination: A rating of type of academic training. (Fully complete and submit application for evaluation.)

Opportunities: The Environmental Control Engineer working in the Department of Public Health performs duties of a professional sanitary engineering nature for the promotion of public health. The Environmental Protection Engineer is assigned to the Environmental Protection Agency and may function in one of the following areas: Public Water Supplies and Water Pollution Control, Air Pollution Control, Land Pollution Control, Noise Pollution Control, Air Pollution Episode Control or Ambient Air Monitoring. Both positions offer challenge and growth. Individuals with experience and/or advanced degree may qualify for higher level positions in each job series.

ADDITIONAL INFORMATION may be received by sending a resume, including coursework and other pertinent data to Recruitment Division at the address on the back of this brochure.

MENTAL HEALTH SPECIALIST TRAINEE

Monthly Salary Range: \$884-\$1,137

Requirements: Completion of 4 years of college preferably with courses in the behavioral sciences.

Examination: A rating of type of academic training. (Fully complete and submit application for evaluation.)

General Duties: Receives instruction in the application of various therapeutic methods and techniques to the analysis of patient needs and the implementation of appropriate treatment and development programs for the rehabilitation of mentally ill or mentally retarded; attends formal classes and receives training in the areas of the causes, nature, and treatment of mental illness or mental retardation; participates as a member of a patient treatment team.

Department: Mental Health and Developmental Disabilities offers this trainee the opportunity for professional development and growth through its mental health generalist series.

REVENUE COLLECTION OFFICER I

Monthly Salary Range: \$892-\$1,312

Requirements: Completion of 4 years college with coursework in accounting, business administration, or business law, or any equivalent combination of training and experience.

Examination: A rating of training and experience. (Fully complete and submit application for evaluation.)

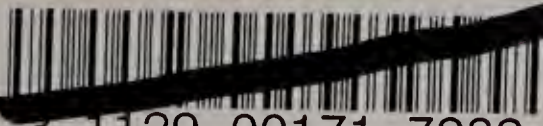
General Duties: Performs beginning level tax compliance and collection activities or taxpayer assistance functions in a designated geographic area or central office location in the Department of Revenue; receives classroom and on the job training pertinent to the collection and compliance programs.

Department: Revenue

SOCIAL WORKER I

Monthly Salary Range: \$979-\$1,270

Minimum Requirements: Possession of a Bachelor's degree, plus one year of graduate education in an accredited school of social work. Any of the following may be substituted for the year of graduate social work education: 1) one year of related experience in a social agency; 2) one year of elementary or secondary teaching experience; or 3) a Bachelor's degree from a college with an undergraduate social work program approved by the Council on Social Work Education. (continued next column)



3 1129 00171 7982

Approved programs usually require 24 to 36 semester hours in the social work program including the credit for 300 clock hours of field placement. The college transcript should indicate that the student has successfully completed the social work program. This transcript will be required at time of appointment. When applying for the examination, the candidate must list this information on the application.

Examination: Written---knowledges tested includes social behavior and mental health; interviewing techniques; community relationships; and casework.

General Duties: Performs a variety of beginning level social work services; applies social work knowledges, skills and principles to specific welfare and mental health or retardation problems of children, adolescents and their families. Assists higher level social workers and other professionals in various casework, treatment programs and licensing functions.

Departments: Children & Family Services (Option 1); Mental Health and Developmental Disabilities (Option 3); Corrections (Option 4).

The career trainee programs and other positions described in this document have been selected to give interested college seniors and graduates an idea of the basic entry level professional programs and examples of the spectrum of jobs for Bachelor degree holders within Illinois State Government.

Depending upon training and experience, a person may be able to test for one or more of these positions or make application for other job titles more suitable to a particular individual's background and interests.

You may receive specific examination recommendations by consulting with your college or **university placement office** to meet with an Illinois Department of Personnel representative on your campus. If not convenient or your school is not on our schedule, you may want suitable titles recommended to you through COUNSELING-BY-CORRESPONDENCE. When requesting this service, please attach your resume or a copy of your placement office credentials, including a breakdown of your coursework and credit hours (**do not send a transcript**) to:

Coordinator
College and Special Recruitment
Illinois Department of Personnel
502 William G. Stratton Building
Springfield, Illinois 62706